

PART II	DEPARTMENT OF PERSONNEL SERVICES	3.801
	STATE OF HAWAII	3.803
.		3.805
		3.807
	Minimum Qualification Specifications	3.809
	for the Classes:	

UNEMPLOYMENT INSURANCE ASSISTANT III, IV, V, VI, VII
(UNEMPLOYMENT INS ASST III, IV, V, VI, VII)

Basic Education/Experience Requirements:

Experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to make basic mathematical computations, including percentages and averages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis. This requirement may also be met by possession of a high school diploma.

Experience Requirement:

In addition to the above, applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the table below:

Class Title	General Experience (years)	Specialized Experience (years)	Supervisory Experience (years)	Total Experience (years)
Unemployment Ins Asst III	2	0	0	2
Unemployment Ins Asst IV	2	1	0	3
Unemployment Ins Asst V	2	2	0	4
Unemployment Ins Asst VI	2	3	*	5
Unemployment Ins Asst VII	2	3	1	6

General Experience: Progressively responsible general office clerical experience which involved some public contact.

Specialized Experience: Progressively responsible work experience requiring the knowledge and application of Unemployment Insurance laws, rules, regulations and procedures.

Supervisory Experience: Supervisory work experience in an Unemployment Insurance program which included: (1) planning and

directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing new employees. *For the Unemployment Insurance Assistant VI level, applicants must show that they possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory and/or administrative capabilities exist; by completion of training assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Substitution of Education for Experience:

1. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree or diploma at an accredited community college; or at a business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for a maximum of one (1) year of General Experience provided the duration of the training was for a year or more.
2. Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business or technical school which was for a period of less than one (1) year may be substituted for General Experience on a month-for-month basis provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.
3. Partial Completion of Clerical Training
 - a. Completion of half a school year of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for six (6) months of General Experience.

- b. Completion of one (1) school year (of a program of more than one year in length) of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for one (1) year of General Experience.
- 4. Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen (15) semester hours for six (6) months of General Experience, up to a maximum of two (2) years.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed

material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum qualification specification for the classes UNEMPLOYMENT INSURANCE ASSISTANT III, IV, V and VI approved on June 9, 1969 and the first minimum qualification specification for the new class UNEMPLOYMENT INSURANCE ASSISTANT VII (UNEMPLOYMENT INS ASST VII).

DATE APPROVED: May 30, 1988

/s/ Alfred C. Lardizabal
ALFRED C. LARDIZABAL
Director of Personnel Services